

Item No. 14d

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

**Town Clerk and
Public Information Officer**

**June White and
Steve d'Oliveira**

Department Submitting Request

Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input checked="" type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		

* Subject to change

**NATURE OF
AGENDA ITEM**

- | | | |
|---|--|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Consent Agenda | <input checked="" type="checkbox"/> Old Business | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> New Business | |

SUBJECT TITLE: Video streaming and available enhancements to Granicus

EXPLANATION: 1) Web casting of the Planning and Zoning Board and the Board of Adjustment is currently available. 2) There are available enhancements to Granicus such as Podcasting (MP3 & MP4 capability) at \$100 & \$200 monthly; Closed Captioning at \$130 per meeting hour plus \$200 monthly; and Real Simple Syndication (allows notification to the public when new information became available. The cost is inclusive with Podcasting)

STAFF RECOMMENDATION: 1) Staff recommends web casting of the P&Z and BOA and MPSC. Staff does not recommend placing the backup for the agenda items on the web page at this time due to additional costs and limited workforce.

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Acct # _____
<input type="checkbox"/> Transfer of funds required	<input type="checkbox"/> From Acct # _____
<input type="checkbox"/> Bid	<input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds

Town Attorney review required

☐ Yes ☒ NoTown Manager's Initials: OW

5/4/2010

Town of Lauderdale-By-The-Sea
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308-3610

Memorandum

Date: May 20, 2010

To: Connie Hoffmann, Interim Town Manager ✓

From: Steve d'Oliveira, ^{new} Public Information Officer
and June White, Town Clerk ✓

Subject: Video streaming board meetings on Web site

Per your instructions, Town staff double-checked with Granicus and there is no additional cost to video-stream and archive additional Town board meetings on the Town's Web site (BOA, P & Z or the Master Plan Steering Committee).

I do not need to be present for the BOA or P & Z meetings, since these are already televised by the board secretary (she turns the cameras on for wide-shot only). I am, of course, the one who televises the MPSC meetings.

The video-streaming function is actually set up by the Town Clerk's office. In order for Granicus to pick up our Channel 78 broadcast feed, the Clerk's office must create an 'event' telling the Granicus server when to start picking up the broadcast feed and the time to stop picking up the broadcast signal. Creating an 'event' is a very simple process and takes approximately 15 minutes to complete.

The Town Clerk's office clarified that it has no problem "creating events" to video-stream board and committee meetings.

If the Town Commission, however, wants Granicus-style minutes for all these meetings where viewers could click the agenda and go to a specific segment of the video, it would require additional training and expense for the Town, since the board clerk and the PIO would need to be trained to operate the software. Staff does not recommend this option because of the time and expense involved.

Development Services and the PIO would need the appropriate Granicus software loaded onto their laptops (there may also be an additional license cost).

From what was said at the last Master Plan Steering Committee, it seems the committee's main concern is having meetings video-streamed and Web archived.

The Town Clerk and PIO recommend Web casting and subsequent video archiving for all Town board meetings and the Master Plan Steering Committee.


Board back-up material on Web site

The MPSC has also indicated it would like to have its agenda and back-up material on the Web site. This is not a problem as long as a MPSC member can e-mail the agenda and back-up documents to the PIO (and then drop off a hard copy of the agenda and the back-up material later at the Town Clerk's Office).

It would be very time consuming, however, if the Clerk was asked to handle the process of scanning board back-up material for the Web site. The Town Clerk's Office does not have the workforce in place to take on additional board meetings.

Town of Lauderdale-By-The-Sea
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308-3610

Memorandum

To: Connie Hoffman, Interim Town Manager
From: June White, Town Clerk 
Date: 5/17/2010
Re: Upgrade to Granicus

The Commission had requested information on features within Granicus that would enhance webcasting and the way in which minutes are produced. They were under the impression that Granicus produced the minutes as a speech text type program.

I have attached an email from Chris Rynders, from Granicus explaining that Granicus does not provide speech to text technology (voice recognition) for public meetings. He stated that extensive research found that the accuracy was poor with multiple people speaking and multiple dialects. Mr. Rynders indicated that Granicus was in the investigative stages with a new Microsoft technology to address that functionality.

I have looked into voice recognition programs and surveyed other municipalities for usage. Voice recognition programs are trained to recognize a particular speaker. Due to its sensitivity to noise and speaker recognition it would not work well in an environment such as meetings. None of the municipalities that responded to my survey use it and, as stated earlier Granicus does not recommend it.

Granicus offers the following options:

- Podcasting: provides downloadable MP3 and MP4 versions of our meetings (audio only) for people to download to iTunes for their portable devices – Monthly Cost for MP3 - \$100
Monthly Cost for MP4 - \$200
- Closed captioning: provides ADA captioning in the webcast, and is fully text searchable - \$130 per meeting hour + \$200 per month

- RSS (Real Simple Syndication): allows people to subscribe to agendas, minutes, and video. They would get notification each time there was new content available – cost included with podcasting.

I also attached the June 26, 2007 minutes which stated that Granicus provided the agenda, the backup and minutes along with public access to the live meeting on our web site. We currently have web casting and the agenda published alongside the video on our web page. Granicus has the capability of producing live minutes that would appear on the screen as they are being typed during the meeting, letter by letter. I do not recommend this feature because we cannot type the minutes with speed and accuracy during the meeting.

At the time Granicus was approved it was indicated by the then Town Manager that a Chief Deputy Clerk would not be necessary once it was installed. I was not employed by the Town at the time and do not know why that comment was made.

Since my employment in July 2007, and since Granicus was installed the Town Clerk's office consisted of 2 people; the Town Clerk and the Office Specialist. The work load for the Town Clerk's Office increased considerably and temporary employment was added to aid with daily routines such as answering the phones, assisting walk-ins, daily parking issues, records requests, research, correspondence, filing, record retention, liens and general record keeping.

The Deputy Clerk is a necessary position to assist the Town Clerk with agenda preparation, follow up to Commission meetings, production of minutes, correspondence, bid openings and the processes following bid openings. She is the main backup during the absence of the Town Clerk and in the absence of the Office Specialist.

Thank you.

June White

From: Chris Rynders [chris@granicus.com]
Sent: Thursday, May 13, 2010 4:32 PM
To: June White
Subject: Re: Cost for additional software

Hey,
Mp3 podcasting (audio only): \$100/ month
Mp4 podcasting (video): \$200/month
RSS included with podcasting
CC: video service: \$130/hour + \$200/month

No upfront cost for any of the services.
Thanks!

Chris Rynders
Granicus, Inc
Ph: 404-964-5389
Chris@granicus.com

On May 13, 2010, at 4:16 PM, "June White" <junew@lauderdalebythesea-fl.gov> wrote:

Have you been able to get the costs for Closed Captioning, Podcasting and RSS?

June White, Town Clerk
Lauderdale-By-The-Sea
4501 N. Ocean Drive
Lauderdale-By-The-Sea, FL 33308
Phone: 954-776-0576
Fax: 954-776-1857

From: Chris Rynders [mailto:chris@granicus.com]
Sent: Thursday, May 13, 2010 3:25 PM
To: June White
Subject: RE: Cost for additional software

June,
I assume this is for another rmeeting body?
Is their agenda format the same?
Will they need any training, or will you do it in house?

Thanks!

Chris Rynders
Enterprise Solutions
US and Canadian Legislatures
Granicus, Inc.
c: 404-964-5389 | f: 415-618-0201
www.granicus.com/clients <<http://www.granicus.com/clients>>

From: June White [mailto:junew@lauderdalebythesea-fl.gov]
Sent: Thursday, May 13, 2010 2:51 PM
To: Chris Rynders

5/13/2010

Subject: Cost for additional software

Chris,

We would like to know what it would cost to put Granicus on another department's computer in order for them to create events and upload agenda information.

I would appreciate if you get back with me before end of today.

Thanks

June White, Town Clerk
Lauderdale-By-The-Sea
4501 N. Ocean Drive
Lauderdale-By-The-Sea, FL 33308
Phone: 954-776-0576
Fax: 954-776-1857

5/13/2010

June White

From: Chris Rynders [chris@granicus.com]
Sent: Tuesday, April 13, 2010 1:31 PM
To: June White
Subject: RE: Upgrades to Granicus

Hey June,

Per our discussion:

Granicus does not provide Speech to Text Technology (voice recognition) for public meetings. We have done extensive research and found that the accuracy is poor with multiple people speaking and multiple dialects. We are however in the investigative stages with a new Microsoft technology to address this functionality.

Many of our clients utilize our Closed Captioning integration to create verbatim transcripts.

Best Regards,

Chris Rynders

Enterprise Solutions

US and Canadian Legislatures

Granicus, Inc.

c: 404-964-5389 | f: 415-618-0201

www.granicus.com/clients <<http://www.granicus.com/clients>>

From: June White [mailto:junew@lauderdalebythesea-fl.gov]
Sent: Tuesday, April 13, 2010 11:43 AM
To: Chris Rynders
Subject: Upgrades to Granicus

Please call me regarding available upgrades to the Granicus system that would improve the functional abilities and whether there is an option for voice recognition.

Thank you,

June

June White, Town Clerk
Lauderdale-By-The-Sea
4501 N. Ocean Drive
Lauderdale-By-The-Sea, FL 33308
Phone: 954-776-0576
Fax: 954-776-1857

4/13/2010

Item 11F - Approval of Granicus (Tina Angelone, Town Clerk)

Town Clerk Angelone explained that Granicus allowed webcasting of Commission Meetings on the Internet. She added the program would provide the agenda, and all backup, the minutes and public access to view the meeting live or at a later time. Mayor Parker did not believe the use would warrant the cost.

Commissioner McIntee made a motion to approve Granicus. Vice Mayor Yanni seconded the motion.

Commissioner Silverstone asked if the program was inclusive of everything or whether the Town could just do the webcasting. Clerk Angelone said the program was inclusive of everything and added that the point of the software was that everything would be uploaded together. Commissioner Silverstone liked that concept.

Vice Mayor Yanni asked whether the program would replace the Deputy Town Clerk. Manager Colon said with the use of this program a Chief Deputy Clerk would not be needed, saving the Town close to \$60,000 year.

Mayor Pro Tem Clark expressed concern that if there were no Deputy Town Clerk who would be responsible if the Town Clerk was on vacation or sick.

Town Manager Colon assured the Commission that staff would be dedicated and trained to operate the system.

Attorney Cherof requested verification as to the source of funds and whether a budget amendment would be required. Manager Colon indicated budget amendments would be made within General Funds from salary savings and/or Professional Services where there is a surplus at this time.

Attorney Cherof advised that the Commission would only be approving the concept as there was no suitable contract in the backup and he had not yet received one.

After hearing the program was not just for broadcasting, but to save the Town money Mayor Parker changed his opinion of the software.

In a roll call vote, the motion carried 5-0.

Marta Isla

From: Stuart Dodd
To: 'marta@lauderdalebythesea-fl.gov'
Cc:
Subject: Granicus
Attachments:

Sent: Sun 3/21/2010 10:09 PM

Please provide information on the Granicus system. It was originally heralded by town staff as the answer for removing the need for an assistant to the town clerk. It was justified on the basis of the cost saving. What level of sophistication did the town opt to purchase? What other options are available? Do we have any feedback on the quality of minutes produced by the system - are they verbatim?

Many thanks

STuart Dodd

Item 11F - Approval of Granicus (Tina Angelone, Town Clerk)

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